

**May 2006**

DUE DATE	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May 1	Camp Special Milk Application and SDE Renewal Forms	District/Charter	Child Nutrition	Lynette Craven 332-6830	Federal Regs. 7 CFR 215	The camp milk agreement is renewed yearly. Milk served to children at camps can be reimbursed. Contact SDE for application forms.
May 1	Summer Food Service Program Application and Renewal	District/Charter	Child Nutrition	Lynda Westphall Sally Bartlett Jean Zaske 332-6821	Federal Reg. 7 CFR 225	Feeding children in low income areas during summer months. Submit renewal application and site sheet.
May 1	Outcomes Survey	School	Special Education	Jean Taylor 332-6918	Federal Law PL 105-17	Special Education high school seniors complete a post card survey for research purposes.
May 1	Teacher Supply & Demand Survey	District/Charter	Teacher Certification	Larry Norton 332-6881	State Law IC 33-120	Data survey for annual Teacher Supply & Demand report.
May 1	Verification of Early Retirement Incentive Applicant's Eligibility	District/Charter	Public School Finance	Larae Ashby Myrna Holgate 332-6840	State Law IC 33-1004G	Verification of ERI applicants' eligibility and of the data upon which incentive amount is based.
May 1	Special Education Discipline Report	School/Charter	Special Education	Jean Taylor 332-6918	Federal Regs. 34 CFR 300.146	Special Education students suspended for more than 10 days per school year must be reported.
May 5	Extended Reading Intervention Application Submission	School/Charter	Accountability, School Choice & Education Improvement	Chris Hanson 332-6978	State Law IC 33-1615	Principal online application for extended reading intervention.
May 9	Migrant Summer School Application	District/Charter	Student Achievement	Irene Chavolla 332-6907	Federal Law PL 107-110	Required for continued Title I-C funding for summer school.
May 15	District Goals and Superintendent Highlights	District/Charter LEA	Public School Finance	Larae Ashby Myrna Holgate 332-6845	State Law IC 33-120	Used in Idaho School Profiles.
May 15	School Calendar	District/Charter	Public School Finance	Julie Oberle 332-6842	State Law IC 33-512(1)	Days in session and hours of instruction for school year 2006-20067.

Note: If the due date should happen to fall on a weekend or holiday, the report will be due on the next business day.

ADA = Average Daily Attendance; BIA = Bureau of Indian Affairs; CFR = Code of Federal Regulations; DHW = Department of Health & Welfare; ESL = English as a Second Language; FTE = Full Time Equivalent  
IBEDS = Idaho Basic Education Data System; IC = Idaho Code; IDAPA = Idaho Administrative Procedures Act; IEP = Individualized Education Plan; IFARMS = Idaho Financial Accounting Reports Management System

RI = Idaho Reading Indicator; JOM = Johnson O'Malley; LEP = Limited English Proficient; NCLB = No Child Left Behind; OSBE = Office of the State Board of Education; PL = Public Law (Federal); SDE = State Department of Education; USDA = U.S. Department of Agriculture

**May 2006 (Continued)**

DUE DATE	FORM NUMBER	FORM TITLE	COMPLETION LEVEL	SDE SECTION	SDE CONTACT	REQUIRED BY	COMMENTS
May 15		Summer Alternative Secondary School Applications	District/Charter	Curriculum	Bureau Chief 332-6891	State Board Rule IDAPA 08.02.03.100.09	Approved application required prior to funding during each fiscal year. Program must be a minimum of 225 hours.
May - June (7 days after school ends)	Third Reporting Period	Attendance, Enrollment and Dropout Reports; Emergency Closure Report	District/Charter	Public School Finance	Greg Berg 332-6841	State Law IC 33-1002(5) IC 33-1009(3)	Building reports should be reviewed by the district office and mailed no later than one week after the last day of school.
May 31		Supplemental Services District Evaluation	District/Charter	Student Achievement	Jan Byers 332-6953	Federal Law PL 100-297	Required for accountability of schools identified for school improvement.

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